OCC 85-0455

Office of Legislative Liaison
Routing Slip

TO:	ACTION	INFO
1. D/OLL		✗
3. DD/OLL		✗
3. Admin Officer		
4. Liaison		
5. Legislation		
6.		
7.		✗
8.		✗
9.		✗
10.		

SUSPENSE

Date

Action Officer:

Remarks:

15 Feb 85

ame/Date

25X1

Chrono
DDO

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Outstanding Memoranda Covering DO Briefings

FROM: C/EPS 2D32 HQ		EXTENSION	NO. OLL 85-0485
			DATE 14 Feb 85

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. D/OLL				
2.				25X1
3.				
4.				
5.				
6.				
7.				
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10.				
11.				
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS
1-79

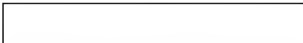CONFIDENTIAL

GPO : 1983 0 - 411-632

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MEMORANDUM FOR: Director, Office of Legislative Liaison

FROM:

[blank box]

Chief, Evaluation and Plans Staff, DO

SUBJECT: Outstanding Memoranda Covering DO Briefings

REFERENCE: Outstanding Items with EPS

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1. [blank box] of EPS has found the periodic notes
of outstanding items with EPS, produced by OLL on a daily basis,
to be useful in keeping track of the status of requirements levied
on the Directorate of Operations. Occasionally, this list has
been useful in surfacing items on which there was some discrepancy
in deadlines or in locating a response which might have been
hung-up in the coordination process. The result has been a
positive impact on the timeliness of DO responses.

25X1

2. To follow up on this procedure, EPS, [blank] is instituting a
similar list, to be produced on a weekly basis, of those
outstanding OLL Memoranda for the Record (MFRs) covering briefings
provided by DO Officers for Congressional Oversight members or
staffers. As you are aware, it is important for components in the
DO to receive quick turn-around on such documents. These are
critical records which influence budget and operational
considerations and are important if we are to achieve consistency
in what we are reporting in these briefings. I hope this
procedure will aid in our joint responsibility for improving our
relations with Congress.

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